

How to Apply for Air Force FTA

- **Before an Airman can apply** for Federal Tuition Assistance (FTA) from the Air Force, the Airman has to ensure they have an approved degree plan submitted to and approved by the local education on Pope Field.
- **Additionally**, there is annual training that must be accomplished and the Airman must be accomplished and that training must be current to apply for FTA
 - That training is Virtual benefits training that is found on the AFVEC website
 - <https://afvec.us.af.mil>

Step 1: Log on to AFVEC website at <https://afvec.us.af.mil>

Step 2: Click Apply for funding

The screenshot shows the AFVEC website dashboard. On the left is a dark sidebar with navigation options: Dashboard, Messages, Funding Requests, Education Goals, SkillBridge Applications, Virtual Benefits Training, CCAF Action Requests, Documents, Scheduled Tests, Test Scores, Supervisor, Education Center Visits, Reimbursements, and Reimbursement Transactions. The main content area is titled 'Welcome Back, [Name]' and features three summary cards: 'Fiscal Year Cap' with \$18.54 Funding Remaining, 'Undergraduate' with 115 Credits Remaining (GPA: 3.02), and 'Graduate' with 0 Credits Remaining (GPA: 3.88). Below these are 'ACTIVE EDUCATION GOALS'. The first goal is 'Master of Business Administration with a specialization in Management', marked 'APPROVED' and '93% COMPLETE'. It shows a progress bar and credit breakdown: Required Credits: 45.00, Completed Credits: 42.00, Transferred Credits: 0.00, Remaining Credits: 3.00. A red circle highlights the 'APPLY FOR FUNDING' button. The second goal is 'BS Information Technology (ISS)', marked 'COMPLETED' and '97% COMPLETE'. It shows a progress bar and credit breakdown: Required Credits: 120.00, Completed Credits: 84.00, Transferred Credits: 33.00, Remaining Credits: 3.00. A section titled 'Issues Blocking Funding' contains a message: 'Congratulations, you have completed this education goal. Funding is not allowed on completed goals.' On the right side, there is an 'ED CENTER INFO' panel for POPE (AMC) with mailing and contact information, and an 'Ed Center News' section with recent announcements.

Step 4: Read and check everybox. Then click the “I Agree, Continue button”

< Create Funding Request: Master of Business Administration with a specialization in Management

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the course information needed for your funding request. You will need the following information: course codes, course titles, number of credit hours, credit hour type (semester or quarter), and cost per credit hour.
- Exact term dates for your courses. These dates are set by your institution and is inclusive of the entire term. These dates will not fluctuate based on your individual schedule.
- Ensure your personal data is up-to-date on your education record. This is crucial in making sure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

ACADEMIC

- I understand that it is my responsibility to ensure my grades are updated in the AF official system of record (AFAEMS/AFVEC). Grades that are 60 days past term end date are considered overdue and will prevent me from applying for TA and will result in reimbursement of TA. I hereby voluntarily authorize the amount to be withdrawn from my pay if it is determined that my failure to complete the course was not due to circumstances beyond my control. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50 and AFMAN 65-116, 70.21
- I authorize the release of academic information (i.e. Course grades, degree/certification completion status etc.) by the above institution to the Air Force (PL 93-568). I understand that official document of degree completion must be provided to the education center before Mil TA will be authorized for another degree for which Mil TA may pay. While most Academic Institutions (AI) load degree completions in the AI Portal, it is ultimately the Airman's responsibility to ensure the education level is updated. All policies and conditions in the AFI 36-2670 apply.

FINANCIAL

- I agree that no changes will be made in the above course(s) or dollar amounts without the approval of the issuing education center staff, otherwise, I will pay the difference to the Air Force and/or the school. I understand that the Air Force will pay 100% of my tuition up to \$250 per SH and \$166.66 per QH.
- I understand that my annual fiscal year CAP is \$4500. I agree to pay the remaining amount and any other costs. IAW AFI 36-2670, I will reimburse the Total Government Cost above for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control.
- I understand that this application does not guarantee that funds are available and that the United States Air Force has no obligation to fund this application until it has been approved (within 5 business days) by the education services staff.
- I understand that TA for courses starting in the next fiscal year is conditional until the receipt of the TA funds.

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 8013 and EO 9397.

PRINCIPAL PURPOSE: To process an individual's request for Air Force tuition assistance. Use of SSN is necessary to make positive identification of the individual and records.

ROUTINE USES: Records may be disclosed to civilian schools for the purposes of ensuring correct enrollment and billing information.

DISCLOSURE IS VOLUNTARY: Disclosure of SSN is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for tuition assistance.

PENALTY STATEMENT:

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE

CANCEL

Step 5: Select the correct location of the education office that will approve this FTA funding request
Then only click the “YES” button under the question in the red circle if you are deployed on orders somewhere. If you are permanently stationed at the location, i.e. Turkey, Qatar, Korea for a year, you will delay this application while you have to fix this.

← Create Funding Request: Master of Business Administration with a specialization in Management

1 Demographic — 2 Institution — 3 Term Dates — 4 Courses

What is your Servicing Education Center?

Your servicing Education Center location is the same as your servicing MPF location. Selecting the wrong education center may result in your funding request application being delayed or disapproved.

Location
POPE (AMC) ▾

Are you applying for funding from a deployed location?
 Yes No

NEXT CANCEL

Step 6: The Institution part will always stay the same. The campus section you can choose. Online students should choose Main campus. The Institution ID will auto populate

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1 Demographic 2 Institution 3 Term Dates 4 Courses

What is your Institution?

If you would like to enroll for a course(s) at an institution that is not assigned to your education goal, please contact your servicing Education Center.

Institution

Campus

Institution Student ID

BACK

NEXT

CANCEL

Step 7: Select your Course. You can filter by subject and that is easiest. After this you will then have to enter the course dates. Some course have the dates pre-loaded, other do not. Please have the course dates handy. It will make the application process easier for you.

Demographic
Institution
Term Dates
4 Courses

Subject
 Keyword

		Code - Title	Level	Credits	Credit Type	GEM*
▼	+	BIDA 640 - Big Data and Web Intelligence	Graduate	3	Semester Hour	
▼	+	ACCT211 - Principles of Accounting I	Undergraduate	3	Semester Hour	
▼	+	ACCT212 - Principles of Accounting II	Undergraduate	3	Semester Hour	
▼	+	ACCT300 - Accounting Information Sys	Undergraduate	3	Semester Hour	
▼	+	ACCT311 - Intermediate Accounting I	Undergraduate	3	Semester Hour	
▼	+	ACCT312 - Intermediate Accounting II	Undergraduate	3	Semester Hour	
▼	+	ACCT320 - Federal and State Income Taxes	Undergraduate	3	Semester Hour	
▼	+	ACCT321 - Cost Accounting	Undergraduate	3	Semester Hour	

Step 8: In this step you will have to select the LEVEL, Location, Number of Credits, and Credit Type. Sometimes this auto populates. On electives this does not. Then you will need to select ADD COURSE.

NOTE select the correct payment schedule for your program

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Demographic Institution Term Dates Courses

Code: BIDA 640 Title: Big Data and Web Intelligence

Level: Graduate	Location: DL/Online	Number of Credits: 3	Credit Type: SH
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Cost Per Credit

- \$168.53 - Graduate Tuition Distance Education 2020-2021
Online Fees \$ 16.40 per credit hour plus \$ 3.75 security fee, \$.12 SGA fee, and \$20 Proctor fee per course
- \$197.65 - MBA Online - Instate 2020-2021
Online Fees \$ 16.40 per credit hour plus \$ 3.75 security fee, \$.12 SGA fee, proctor fee \$20.00
- Different Cost?

ADD COURSE BACK

Step 9: This is the page where you review the application and the submit.

Step 10: Once the funding request is approved select Funding Requests

The screenshot displays the Air Force Virtual Education Center dashboard. At the top, there is a navigation bar with the Air Force logo, 'Virtual Education Center', and a menu icon. A notification badge shows '24'. The main header area says 'EDUCATION PROGRAMS' with a dropdown arrow. A user profile icon is visible in the top right. Below the header, a blue banner says 'Welcome Back,' followed by a white input field. The main content area is divided into three tabs: 'Military TA', 'CCAF Instructor', and 'COOL TA'. Under 'Military TA', there are three summary cards: 'Fiscal Year Cap' with '\$18.54 Funding Remaining', 'Undergraduate' with '115 Credits Remaining' and 'GPA: 3.02', and 'Graduate' with '0 Credits Remaining' and 'GPA: 3.88'. Below these is the 'ACTIVE EDUCATION GOALS' section. The first goal is 'Master of Business Administration with a specialization in Management', marked 'APPROVED' in green. It shows a progress bar at 93% complete, with 'Required Credits: 45.00', 'Completed Credits: 42.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 3.00'. There are buttons for 'APPLY FOR FUNDING' and 'VIEW DETAILS'. The second goal is 'BS Information Technology (ISS)', marked 'COMPLETED' in red. It shows a progress bar at 97% complete, with 'Required Credits: 120.00', 'Completed Credits: 84.00', 'Transferred Credits: 33.00', and 'Remaining Credits: 3.00'. Below this is a section for 'Issues Blocking Funding'. On the right side, there is a sidebar with 'ED CENTER INFO' (POPE (AMC)), 'Mailing Address' (43 ABS/FSDE, 829 Armistead Street, Pope AFB NC 28308), 'Contact Info' (DSN: 424-4692, COM: 910-394-1140, Email: 43FSS.DPE.POPEEDUCATIONSERVICES@US.AF.MIL), 'Needs Assessment Survey' (not offering at this time), 'Ed Center Events' (VIEW ALL), and 'Ed Center News' (CCAF STUDENT SERVICES LINK INOPERATIVE 04/09/2021, AFVEC will be Offline Friday, 10 July 2020 07/07/2020, Missing CCAF Instructors and Craftman Skill).

Step 11: click PRINT and verify your request was received by Business Services

AIR FORCE
Virtual Education Center

EDUCATION RECORD

- Dashboard
- Messages
- Funding Requests**
- Education Goals
- SkillBridge Applications
- Virtual Benefits Training
- CCAF Action Requests
- Documents
- Scheduled Tests
- Test Scores
- Supervisor
- Education Center Visits
- Reimbursements
- Reimbursement Transactions

RESEARCH

- AF COOL

Funding Requests Other Funded Enrollments

Filter By

APPROVED • MILITARY TA

ECON610 - Managerial Economics	08/18/2021 - 12/10/2021	Level: Graduate	Grade:	Credits: 3	Government Cost: \$592.95	Student Cost: \$0.00	▼
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PRINT PDF **CANCEL**

APPROVED • MILITARY TA

6717 MGMT 615 - Leading Organizations	08/18/2021 - 12/10/2021	Level: Graduate	Grade:	Credits: 3	Government Cost: \$592.95	Student Cost: \$0.00	▼
6889 BIDA 650 - Business Analytics	08/18/2021 - 12/10/2021	Level: Graduate	Grade:	Credits: 3	Government Cost: \$592.95	Student Cost: \$0.00	▼

PRINT PDF **CANCEL**

APPROVED • MILITARY TA **Certified**

ACCT610 - Managerial Accounting	06/01/2021 - 08/02/2021	Level: Graduate	Grade:	Credits: 3	Government Cost: \$592.89	Student Cost: \$0.00	▼
MGMT695-1 - Change Management	06/01/2021 - 08/02/2021	Level: Graduate	Grade:	Credits: 3	Government Cost: \$592.95	Student Cost: \$0.00	▼